



Children's
LANTERN

Guiding Light Mentor Program



Mentor Handbook



Guiding Light Mentor Process

Application Process

___ Attend a 3 hour mentor training at Children's Lantern

___ Submit an application

___ Give out 2 reference forms to those who can provide you a reference to mentor

- Completed forms should be mailed back to Children's Lantern at
Children's Lantern Mentoring Program
320 Jackson Avenue
Defiance, Ohio 43512

or

Scan them and email to mentoring@childrenslantern.org

- The mentoring coordinator will let you know when your references have been received.
- After your application and references are in, we will send you a background check form in the mail.

___ When Background check form is received, take it to NOCAC (address on form) and have your fingerprinting done

We at Children's Lantern pay for this check.

Please send the mentoring coordinator an email when your fingerprinting is done so we know that we should be expecting the results and preparing for a match.

Once all of the above is completed and received

You will be contacted when we have all your necessary forms to ensure your readiness to proceed

We will begin matching you with a mentee that best matches your area, needs and interests.

Once a match is agreed upon, we'll schedule a connection meeting with you, the mentee, guardian and a program representative.

This meeting will include:

- A time to meet, familiarize yourself with each other and explore interests.
- Making a "contract" together to agree on times, days and other details of the mentoring time.

- Exchanging contact information to keep each other informed of meeting times, delays or cancelations.
- A time for questions

You should now have your match, all the meeting details and should be ready to begin!

A first meeting tip:

After meeting your mentee, you should now have a idea of some interests of theirs

Bring along a “mentoring tool kit” of activities, as talking may not be what they want to do at first. We find that talking naturally occurs during activities.

Tool Kit ideas:

Coloring book and crayons
Older kid/adult style coloring book and colored pencils
Blank paper notebook and markers
Legos
Sidewalk Chalk
Sport ball
Board game
Nail Polish
Beads to string for a necklace or bracelet
Crafts
Journal for older kids. (Encourage them to keep a log of ideas, goals, feelings)

** We encourage you to keep these items in your “kit” to bring back with you, not giving them as a gift (except the journal) This will help them to think of that activity as something to look forward to when you meet again.

**“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.”
Steven Spielberg**

Welcome to the Guiding Light Mentor Program

We are very happy you have decided to join Children's Lantern's Guiding Light Mentor Program. Thank You!

This program is designed to offer you an opportunity to regularly meet with someone who simply needs a trusted friend.

The program is set up to offer your mentee one or more of the following:

(Take the age of your mentee in consideration)

- A chance to talk with someone who may be able to offer advice.
- Simply have someone to be a listening ear.
- A time to just enjoy a hobby together
 - coloring, arts, sports, games
- A time to explore a new hobby
- Someone who can help them set and achieve their goals.
- Someone who can help direct them to services they may need.
- A time to simply focus on them and their needs.
- A consistent and trustworthy presence in their life

A lot of people have gone farther than they thought they could, because someone else thought they could. -unknown

Expectations of this program:

- All mentors are given a background check to help ensure their safety
- A commitment of at least one hour a week for one year is recommended.
 - You may find this needs to vary based on the family and needs of the child.
- Meetings are to be attended on time, and with respect to one another.
 - Please call your mentee's guardian (or school if that is where you are meeting) in a timely manner if you are unable to make it.
- All discussions between you and your mentee are to be strictly confidential
 - * The only exception to this rule is when one of you is in danger
 - * Please notify child protective services, the guardians, case worker and or Children's Lantern if the child is in danger.
- Social media may NOT be used during your mentoring time. Information about your mentee may **never** be used on Social Media sites. (no Facebook pics/posts, Instagram postings, etc...)
- Meetings need to take place in public view of the guardian or others. Never meet with your mentee behind closed doors.

Because this program is designed for your mentee, he/she can help tailor it to their specific needs and goals.

Some possible subjects to work on with your mentee could be:

Adult/Teen Mentees:

- Job skills
- Job or school applications
- Living and cooking skills
- Housing decisions
- Parenting Skills
- Vocational Skills
- Goal setting of any kind
- Learning a musical instrument
- Developing a new hobby
- Volunteer together

Younger Mentees:

- School subjects
- Art or sport interests
- Cooking
- Crafts
- Volunteering together
- Develop a new hobby
- Any other interests and ideas of theirs

What if you start this program and find it isn't working?

We want what is best for you and your mentee! We ask you to give it a chance to gain momentum. Please address your concerns with our staff to see if there is a solution. If time and assistance still doesn't help, we will assist in ending the match. All we ask is that you involve program coordinators and guardians in that process as to not disrupt the child involved.

If you would then like to try a different mentee, we will begin that process.

We will do our best to find a good match for you.

For any concerns or questions, please contact

Mentoring Coordinator

mentoring@childrenslantern.org

Foster Care coordinator Mandy Keegan

419.913.2473 ext: 1 keegan@childrenslantern.org

Freeing (Human Trafficking) Coordinator Kelly King

419.913.2473 ext: 4 freeing@childrenslantern.org

"ALONE WE CAN DO SO LITTLE; TOGETHER WE CAN DO SO MUCH."

-HELEN KELLER

MENTOR GUIDELINES/INSTRUCTIONS

1. Be dependable and punctual! If you will be late or absent, please notify the mentee or guardian/contact person of mentee.
2. Before coming to your mentoring meeting, call the mentee or guardian/contact person to insure that mentee will be present and available to meet.
3. We ask that you keep a log sheet in the journal we provide to record information after each of your meetings. Information logged includes such things as time/date of meeting, activities done with mentee, discipline problems, concerns, injuries, etc. Report any major incidents to designated Children's Lantern staff as well as to guardian/contact person (if mentee is a minor).
4. Never put yourself into situations that could be perceived as inappropriate. Meet in public places as much as possible. Examples— Never be in a home alone with the child. Never be in a bedroom or bathroom with child.
5. Absolutely **NO** photos or sharing of information can be shared on social media sites!
6. Refer serious concerns or discipline problems to the guardian/contact person.
7. Never give any kind of medication (i.e., aspirin) to a minor mentee.
8. Smoking, drinking or drug use is not permitted while with a mentee.
9. Respect mentees privacy. When meeting and talking with mentee in public, avoid talking about private matters where others can hear.
10. Respect cultural and social differences and religious beliefs. Do not try to change them, but instead accept them as they are. Avoid imposing your own upon them.
11. If the mentee is a minor, no mentor may transport their mentee without written/signed permission without the mentee's guardian.
12. Make any promises sparingly and keep them faithfully.
13. Mentor/mentee assignments may be changed if either the mentor or mentee request it.
14. Please do not carry weapons of any kind when spending time with your mentee. We understand this is a touchy subject, but it can also be damaging for some of the youth needing guidance.
15. Never pressure your mentee to share any part of their story. Always let them lead the conversation about such matters and allow them to share what they feel comfortable with.